

## **SAFETY**

### **CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

CAPR 62-1, 1 Mar 1991, with Change 1, 1 Jul 1992, is supplemented as follows:

*DIRECTION: Remove and Replace OKWG Supplement 1, 23 August 2004, with this Supplement dated 15 June 2005.*

This regulation supplement establishes the requirements for an effective safety program within the Oklahoma Wing Civil Air Patrol (OKWG-CAP).

#### **SECTION A - GENERAL**

1.b. Oklahoma Group, Squadron, and Flight Commanders will publish a supplement to the OKWG Supplement to CAPR 62-1, addressing at a minimum, the (1) Pilot Proficiency Program, (2) local policy guidelines for accident prevention, as needed, and (3) their procedure for ensuring unit pilots have the most recent/current safety meeting information prior to each flight.

#### **SECTION B – ACCIDENT PREVENTION**

8.1. Added. OKWG-CAP will cooperate with the FAA in hosting FAA Wings programs at CAP Pilot Clinics.

8.2. Added. Unit Safety Officers will develop and maintain a list of pilots assigned to their unit who are involved or have been involved in the FAA Wings program. A copy of this list, to include name, highest achievement, and the date of that achievement, will be forwarded to the Wing Safety Officer on an Annual basis with the Oklahoma Wing Annual Safety Survey. Use Attachment 4 in this Supplement for reporting. In addition to these reports, Pilot Proficiency Program achievements must be recorded in MIMS on the National HQ E-Services web site.

#### **SECTION C- OKWG-CAP SAFETY PROGRAM**

##### **10. Oklahoma Wing Safety Handbook.**

10.1. The OKWG-CAP Safety Program Handbook will be distributed to all units within the Oklahoma Wing.

10.2. The handbook will be reviewed by the Wing Safety Officer on a yearly basis and updated as needed.

10.3. All OKWG-CAP units should attempt to implement the programs described in the Handbook. Those programs, which cannot be feasibly implemented at the local level, must be documented and reported in the Annual Unit Safety Survey, with a brief explanation of why the program has not been implemented. The use of the ORM program is mandatory at all CAP activities, functions, and training events.

##### **11. Monthly Safety Reports**

11.1. Each unit shall record their monthly safety meeting on the Wing Management Utilities (WMU) web site (<http://wmu.nat.cap.gov/>). In addition to this, they will maintain a paper or electronic copy of the meeting report for

inspection purposes. This report shall contain: 1) date of safety briefing 2) safety topics, 3) number in attendance and 4) any mishaps / accidents for the reporting month. Units will immediately report all mishaps or accidents IAW CAPR 62-2 and the Oklahoma Wing Supplement to CAPR 62-2.

11.2. Record safety meeting attendance and topics in WMU by the 5<sup>th</sup> of the month following the reporting period. Keep paper or electronic records of safety meeting attendance on file for a minimum of 3 years. Keep summaries of meeting topics with attendance rosters for at least one year.

11.2.1. Keep the last 12 months of presenters' notes and the monthly Sentinel for members who need to make up a missed meeting.

11.2.2. Keep a separate monthly roster for members that have to make up missed safety meetings by reviewing the safety presentation for the monthly briefing. Log these make up sessions in WMU as additional safety briefings, so the pilots get credit for attending the meeting.

## **12. Flight Clothing**

12.1. OKWG-CAP recommends the use of Nomex flight suits and gloves for fire protection.

## **13. Commanders' Safety Awareness Program**

13.1. In order to increase safety awareness, it is "HIGHLY RECOMMENDED" that Unit Commanders, at ALL levels, complete the Air Force Institute for Advanced Distributed Learning (AFIADL) Course 02170, CAP Safety Officer. Completing this course will give Commanders a better understanding of the CAP Safety Program, and help focus Commanders on the responsibilities of the "Sights on Safety" program and their own unit safety awareness.

13.2. Unit Safety Officers should COMPLETE AFIADL Course 02170. This will help ensure the Squadron Safety Officers are knowledgeable and better able to implement the Commanders safety program.

13.3. Commanders should encourage ALL members of their Unit to complete course 02170.

## **14. Safety Milestone Achievement Program**

14.1. The Safety Milestone Achievement Program is intended to promote flight safety and recognize those aircrew members with safe flying records.

14.2. CAP aircrew members (pilots, observers, and scanners) with at least 100 mishap/accident free flying hours are authorized to wear a Milestone patch that reflects how many accident free hours they have acquired as a Pilot/Instructor/Evaluator/Observer/Scanner flying in CAP Corporate aircraft. Total CAP flying hours must be verified by the unit commander through physical examination of the applicant's logbook, and approved by the Wing Chief of Safety. Milestone Awards will be awarded for 100, 250, 500, 1,000 hours, and then 1,000 hour increments.

14.3. Aircrew members can achieve Milestone Awards throughout their entire CAP career regardless of breaks in service or flying status, for example, through loss of medical.

14.4. Once the Milestone Achievement is earned, it may be worn at all times, unless the aircrew member is involved in a damaging accident for which they are found to be at fault. Should an aircrew member be involved in an accident, their Accident Free flying time shall be reset to zero. Subsequent Milestone awards will be issued from hours achieved from this point.

## 15. OKWG-CAP Required Safety Reports

15.1. ALL OKWG Annual safety reports are due to the Wing Safety Officer by 31 January and/or by direction of the Wing Commander.

15.2. The Annual Safety Survey, provided by CAPR 62-1, is amended and replaced by the Oklahoma Wing Annual Safety Survey, located at Attachment 2 of this Supplement.

15.3. Attachments 1 thru 4 must be completed every year and submitted with the Oklahoma Wing Annual Safety Survey. Submit the Safety Officer Information Sheet (attachment 3), whenever there is a change of Safety Officer or Unit Commander.

15.4. Table of Reporting Events and Suspense Dates

REPORT		FREQUENCY	DUE BY
Monthly Safety Meeting	WMU entry	Monthly	5 <sup>th</sup> of Following Month
OKWG Safety Checklist	Attachment 1	Annually	31 <sup>st</sup> of January
OKWG Annual Safety Survey	Attachment 2	Annually	31 <sup>st</sup> of January
OKWG Safety Officer Information Sheet	Attachment 3	Annually & as required	31 <sup>st</sup> of January
OKWG Pilot Proficiency Reporting	Attachment 4	Annually	31 <sup>st</sup> of January
CAPF 78, Mishap Report Form		As Required	Within 48 Hours to Wing HQ
CAPF 79, Mishap Investigation Form		As Required	Within 15 days to Wing HQ

## 16. Paperwork Reduction Procedures

16.1. In keeping with National Headquarters emphasis for paperwork reduction, units are allowed to maintain their safety information electronically.

16.2. Electronically stored information must be backed up, and it must be readily retrievable for inspections and requests for information. Information that cannot be maintained electronically will be filed in the format listed in Attachment 5 of this Supplement.

JOE R. SMITH, Colonel, CAP,  
Commander, Oklahoma Wing CAP

## SUMMARY OF CHANGES

Supersedes all previous OKWG Supplements to CAPR 62-1.

## Previous Supplements are OBSOLETE

Re-formatted to comply with CAPR 5-4

Change Pilot Proficiency Program reporting requirements from Quarterly to Annually.

Add Sections 10-16.

Add Attachments:

1. OKLAHOMA WING ANNUAL SAFETY CHECKLIST
2. OKLAHOMA WING ANNUAL SAFETY SURVEY
3. SAFETY OFFICER INFORMATION GATHERING WORKSHEET
4. PILOT PROFICIENCY REPORTING WORKSHEET
5. OKLAHOMA WING CAP SAFETY BINDERS

(ATTACHMENT 1)

OKLAHOMA WING ANNUAL SAFETY CHECKLIST

(15 June 2005)

This Checklist is to be used to ensure that all the required information for the Annual Safety Survey is submitted to Wing Headquarters. Complete all requirements and attach this checklist with all the documentation. Complete Attachments 1 thru 4, in order, with associated documentation for each section. This information is due at OKWG HQ by 31 January, each year.

Please initial the blank by each item to indicate that the item has been accomplished.

\_\_\_\_\_ 1. Annual Safety Survey Completed.

- Use the Annual Safety Survey revised by OKWG, 62-1 Supplement, Attachment 2
- Units without aircraft or pilots must still evaluate areas that deal with flying if they have any aircrew members in their unit (Observers, Scanners).

\_\_\_\_\_ 2. All areas marked as Unsatisfactory must have a written explanation at the end stating what the problem is and what is being done to fix the discrepancies with and estimated completion date.

- Areas have been re-written as to be yes (or true). Areas marked as No (or False) are discrepancies that must be addressed.
- Write in the remarks if the OKWG CAP Safety Handbook is being used. If the handbook is not being used or sections of the book are not being used, refer to Item 5 of this Attachment.

\_\_\_\_\_ 3. Write either Satisfactory or Unsatisfactory at the top of page one, under overall grade.

\_\_\_\_\_ 4. Have the person conducting the survey, and the Unit Commander sign the last page.

\_\_\_\_\_ 5. If all comments will not fit on the last page of the survey, attach a letter from the Unit Commander stating what areas of the OKWG CAP Safety Handbook are not being used and why. Also include what actions are being taken to correct the discrepancies.

\_\_\_\_\_ 6. Attach a completed Safety Officer Information Worksheet, (OKWG 62-1 Supp, Attachment 3)

\_\_\_\_\_ 7. Attach a copy of the Unit's Safety Supplement.

- Ensure Commander has reviewed.
- Compare it against OKWG 62-1 Supp, for compliance with Wing Guidance
- Ensure that the Unit Supplement is posted in Unit Safety Book and on Unit Safety Board

\_\_\_\_\_ 8. Attach a completed copy of the FAA Wings Program Worksheet, (OKWG 62-1 Supp, Attachment 4)

\_\_\_\_\_ 9. Unit Safety Bulletin Board

- Has current Information
- Has ONLY safety information on it, and must have **CURRENT** copies of:
  - Unit Safety Supplement
  - Wing Safety Supplement
  - Wing Mishap Reporting, OKWG Supplement to CAPR 62-2

\_\_\_\_\_ 10. Unit Safety Book

- Current and In Accordance With (IAW) Attachment 5 of this Supplement.
- Or, Maintained electronically, with current information that is safeguarded and backed up to prevent loss of information.

\_\_\_\_\_ 11. Safety Publications

- The Unit Safety Officer maintains a library of Safety Materials IAW CAPR 62-1, Attachment 1.

(ATTACHMENT 2)

OKLAHOMA WING ANNUAL SAFETY SURVEY

(15 June 2005)

Unit Name: \_\_\_\_\_ Unit ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Persons Contacted: \_\_\_\_\_

OVERALL RATING: \_\_\_\_\_

*This Safety Survey has been modified from CAPR 62-1, Attachment 4. This was done IAW CAPR 62-1, Attachment 1, Section 3.B.*

Instructions: The survey officials should place their initials in the column which shows the rating for each item. If an item is rated NO (unsatisfactory), an explanation or comment WILL be made at the end of the report using the same identification of paragraphs and titles as the original item rated. The explanation will state the reason for the discrepancy, what is being done to fix the discrepancy, and an estimated time the discrepancy should be fixed.

**Note 1: Units without pilots and/or aircraft must still evaluate the procedures and policies that are in effect if they have any aircrew members in their unit.**

**Note 2: Not all areas are questions. Some are statements. In these cases, mark the "yes" column for True statements, and the "No" column for false statements.**

Identification of Columns: Yes or True (satisfactory), No or False (unsatisfactory), N/A (Not Applicable)

**A. COMMAND SECTION**

	Yes	No	N/A
1. Is the commander advised by key staff officers and the unit safety officer of deficiencies which are creating accident potentials in areas of personnel, logistics, and operations?	_____	_____	
2. Is the commander's follow-up action to correct accident potentials effective?	_____	_____	_____
3. Does the commander actively support the unit safety program?	_____	_____	
4. Does the commander personally establish policies to emphasize safety?	_____	_____	
5. Is an effective training program established to indoctrinate all personnel on the importance of safety?	_____	_____	
6. Do commanders assure themselves that there is expeditious and effective coordination between key staff and operating agencies in matters pertaining to safety?	_____	_____	
7. Does the Commander require periodic safety reviews in their command?	_____	_____	
8. Has the commander published a supplement to CAPR 62-1 or other document on safety?	_____	_____	
9. Does the commander emphasize safety during Unit meetings?	_____	_____	
10. Does the commander promote <u>and perform</u> the safety pledge at all meetings and Unit Activities?	_____	_____	
11. Does the Commander have a program for verifying member status and participation eligibility before authorizing a participation letter, or allowing members to participate in events?	_____	_____	
12. If the Unit publishes a newsletter, are safety articles included each issue?	_____	_____	_____
13. Has the Unit Commander completed the Air Force Institute for Advanced Distance Learning course 02170 (CAP safety officer course) under the Commanders Safety Awareness Program?	_____	_____	
14. Does the Unit Commander encourage other members to complete the AFIADL 02170 course?	_____	_____	
15. How many members of the Unit have completed course 02170? (write in answer):	_____		

## B. OPERATIONS AND TRAINING

Yes No N/A

### 1. Check the following items by reviewing records and directives:

- |   |       |       |       |
|---|-------|-------|-------|
| a. Are procedures in effect to ensure that pilots are aware of latest safety-of-flight information? | _____ | _____ |       |
| b. Are procedures in effect to ensure that pilots have had the latest safety meeting information?   | _____ | _____ |       |
| c. Does the unit maintain a current Pilot Information File in accordance with CAPR 60-1?            | _____ | _____ |       |
| d. Are checkout requirements for each airplane briefed and enforced?                                | _____ | _____ | _____ |
| e. Are pilots encouraged to report hazards to flight and near accidents?                            | _____ | _____ | _____ |
| f. Are crosswind landing restrictions posted in the aircraft?                                       | _____ | _____ | _____ |
| g. Are completed CAPF 5 & 91s reviewed by a responsible supervisor before approval and filed?       | _____ | _____ | _____ |
| h. Are Pilots trained in, and do they use Schedule Master for Aircraft Scheduling?                  | _____ | _____ |       |
| i. Do Pilots review the FCIF/PIF prior to each flight?  | _____ | _____ | _____ |
| j. Is security of aircraft adequate enough to prevent unauthorized flights?                         | _____ | _____ | _____ |
| k. Is the Avionics lock kept on the aircraft, even when locked in a hangar?                         | _____ | _____ | _____ |
| l. When the aircraft is not in a hangar, is it properly tied down and chocked?                      | _____ | _____ | _____ |
| m. Does the Unit maintain copies of FRO appointment letters?  | _____ | _____ | _____ |
| n. Does the Unit maintain copies of FRO training documentation?                                     | _____ | _____ | _____ |
| o. Does the Unit have copies of monthly CAPF 99's for each Unit FRO for the preceding year?         | _____ | _____ | _____ |

### 2. Check these items by actually examining the aircraft and observing operations of aircraft if possible:

- |   |       |       |       |
|---|-------|-------|-------|
| a. Do crews properly plan their flights?  | _____ | _____ | _____ |
| b. Do Pilots file FAA flight plans for flights more than 50 nm away?                        | _____ | _____ | _____ |
| c. Are passengers properly briefed?   | _____ | _____ | _____ |
| d. Does the pilot ensure that passengers meet eligibility and uniform requirements?         | _____ | _____ | _____ |
| e. Are aircraft thoroughly inspected prior to each flight?                                  | _____ | _____ | _____ |
| f. Are checklists used by pilots?   | _____ | _____ | _____ |
| g. When aircraft are parked, are main gear wheels chocked fore and aft and is it tied down? | _____ | _____ | _____ |
| h. Are aircraft properly grounded before refueling?   | _____ | _____ | _____ |
| i. Do pilots ensure that no one uses the cowling steps?                                     | _____ | _____ | _____ |
| j. Are fuel tank sumps drained before flight?   | _____ | _____ | _____ |
| k. Is sumped fuel disposed of in a manner approved by the EPA and CAP?                      | _____ | _____ | _____ |
| l. Are pilots wearing their shoulder harness in the aircraft?                               | _____ | _____ | _____ |
| m. Do planes contain required survival and medical equipment?                               | _____ | _____ | _____ |

### 3. Check these items by actually examining the van and observing operations

- |   |       |       |       |
|---|-------|-------|-------|
| a. Is the vehicle inspected every month?  | _____ | _____ | _____ |
| b. Is the vehicle inspected every day it is driven?                               | _____ | _____ | _____ |
| c. Are discrepancies quickly reported for repair?                                 | _____ | _____ | _____ |
| d. Are large number of discrepancies prevented from compromising safety?          | _____ | _____ | _____ |
| e. Do drivers and passengers wear their seat belts at all times?                  | _____ | _____ | _____ |
| f. Are all appropriate warning stickers in place, within full view of the driver? | _____ | _____ | _____ |

g. Does the driver ensure that passengers meet eligibility requirements?

\_\_\_\_\_

h. Do vehicles contain required survival and medical equipment?

\_\_\_\_\_

## C. ACCIDENT PREVENTION

**Yes No N/A**

1. Are aircraft thoroughly inspected prior to operation?

\_\_\_\_\_

2. Are vehicles thoroughly inspected prior to operation?

\_\_\_\_\_

3. Does the safety officer:

a. Have a plan in place to respond, report, and investigate a mishap or accident?

\_\_\_\_\_

b. Supervise the accident reporting system to assure complete, accurate, and prompt reporting?

\_\_\_\_\_

c. Monitor training programs, briefings, events, and critiques for safety considerations?

\_\_\_\_\_

d. Receive support from Unit Commander and Unit Staff?

\_\_\_\_\_

e. Prevent other duties from detracting from his/her responsibilities related to safety?

\_\_\_\_\_

f. Assure compliance with all accident prevention policies?

\_\_\_\_\_

g. Cooperate with and exchange ideas with other safety officers and agencies?

\_\_\_\_\_

h. Maintain a reference file on safety and associated publications?

\_\_\_\_\_

i. Maintain a current and updated Safety bulletin board?

\_\_\_\_\_

j. Bring in Non-CAP professionals for safety presentations/demonstrations?

\_\_\_\_\_

k. Ensure that Monthly safety meetings are entered into WMU?

\_\_\_\_\_

l. Advise the Unit command structure on safety implications?

\_\_\_\_\_

m. Communicate with higher level safety officers?

\_\_\_\_\_

n. Communicate with other Unit safety officers for sharing of ideas and programs?

\_\_\_\_\_

o. Has the Unit Safety Officer completed the AFIADL 02170 CAP Safety Officer Course?

\_\_\_\_\_

4. Are safety publications receiving proper distribution?

\_\_\_\_\_

5. Are bulletin boards conspicuous, neat, and up-to-date?

\_\_\_\_\_

6. Accident/Mishap Records:

a. Have all Unit mishaps been reported to the Wing Safety Office?

\_\_\_\_\_

b. Are copies of mishap investigations maintained in the safety records?

\_\_\_\_\_

c. Are open investigations resolved in a timely manner?

\_\_\_\_\_

d. Are all safety hazard reports on file at the Unit?

\_\_\_\_\_

7. Are corrective actions accomplished on all hazard reports and mishap reports?

\_\_\_\_\_

8. Are adequate fire fighting facilities available near the meeting location?

\_\_\_\_\_

9. Are members trained in first aid and fire fighting procedures?

\_\_\_\_\_

10. Are sufficient fire extinguishers available for use?

\_\_\_\_\_

11. Are fire extinguishers checked monthly for proper pressure and condition?

\_\_\_\_\_

12. Are Monthly safety briefings held and documented?

\_\_\_\_\_

## D. MAINTENANCE

**Yes No N/A**

1. Are all aircraft equipped with maintenance forms for documenting discrepancies?

\_\_\_\_\_

- |   |       |       |       |
|---|-------|-------|-------|
| 2. Are excessive or delayed discrepancies prevented from compromising safety?   | _____ | _____ | _____ |
| 3. Are cockpits and/or flight decks regularly cleaned and kept free of foreign objects?   | _____ | _____ | _____ |
| 4. Is the maintenance officer taking an active part in the accident prevention program for pilots?  | _____ | _____ | _____ |
| 5. Is overall maintenance adequate and thorough enough to be an effective agent for vehicle/aircraft accident prevention?                       | _____ | _____ | _____ |
| 6. Are 100-hour, annual, transponder, ELT, Altimeter / Static System inspections being accomplished as appropriate and logged in aircraft logs? | _____ | _____ | _____ |
| 7. Are CAP vehicles equipped with seat belts?   | _____ | _____ | _____ |
| 8. Are CAP vehicles equipped with a maintenance form for writing up discrepancies?  | _____ | _____ | _____ |
| 9. Are Vehicle discrepancies being corrected in a timely manner?  | _____ | _____ | _____ |
| 10. Are operators and members taking care of the vehicle and using it in appropriate operations?  | _____ | _____ | _____ |

## E. FACILITIES

**Yes      No      N/A**

- |  |       |       |       |
|--|-------|-------|-------|
| 1. Are proper lifting rules observed when handling large/bulky materials to avoid muscle strain?                   | _____ | _____ | _____ |
| 2. Is electrical equipment properly guarded to prevent possibilities of shock and fire?                            | _____ | _____ | _____ |
| 3. Are cords or wires routed so they are not a tripping hazard?  | _____ | _____ | _____ |
| 4. Are steps equipped with non-slip treads or painted with non-slip material?                                      | _____ | _____ | _____ |
| 5. Are stairways well lighted?   | _____ | _____ | _____ |
| 6. Are fire extinguishers available and do they have a current inspection?   | _____ | _____ | _____ |
| 7. Are flammables, such as paint, thinner, cleaning solvents, stored away from office areas?                       | _____ | _____ | _____ |
| 8. Are aisles or passageways kept clear?   | _____ | _____ | _____ |
| 9. Are sidewalks /pathways free from hazards such as snow, ice, rocks, tripping hazards, etc.?                     | _____ | _____ | _____ |
| 10. Are electrical outlets inspected to prevent overloading by multiple plugs?                                     | _____ | _____ | _____ |
| 11. Has the building wiring been inspected to reveal potential hazards?  | _____ | _____ | _____ |
| 12. Is prompt action taken to repair or remove any reported hazards in the facilities?                             | _____ | _____ | _____ |
| 13. Are facilities free of asbestos and other harmful agents typically found in older buildings?                   | _____ | _____ | _____ |
| 14. Are stored items arranged so excessive amounts of gear (piles of uniforms, equipment, misc.) are not a hazard? | _____ | _____ | _____ |
| 15. Are all fire exits properly marked with emergency exit signs?  | _____ | _____ | _____ |
| 16. Do stairways all have serviceable handrails?   | _____ | _____ | _____ |
| 17. Aircraft Hangars:  |       |       |       |
| a. Do aircraft hangars have mechanisms on the doors to prevent accidental opening?                                 | _____ | _____ | _____ |



- |  |       |       |       |
|--|-------|-------|-------|
| b. Do aircraft hangars have secondary locking mechanisms on the doors?                                     | _____ | _____ | _____ |
| c. Is there sufficient lighting in the aircraft hangar for operations in low light?                        | _____ | _____ | _____ |
| d. Was the hangar inspected to ensure flammables are not stored there?                                     | _____ | _____ | _____ |
| e. Was the hangar inspected to ensure excessive materials, and/or non-aircraft parts are not stored there? | _____ | _____ | _____ |
| f. Is the aircraft parked in the hangar so no walls, equipment, or other aircraft are within 3 feet?       | _____ | _____ | _____ |

## F. SAFETY HANDBOOK

**Yes      No      N/A**

1. The OKWG CAP Safety Handbook is being used, and has been incorporated into the Unit Safety Program.

\_\_\_\_\_

**EXPLANATIONS AND/OR COMMENTS:** List all areas marked “NO” by Topic ID, then Section Reference, and line. (ex. C.3.b. would refer to Accident Prevention {C}, Safety Officer {3}, line {b}) All “NO” areas must be addressed as to what the deficiency is, what is being done to correct it, and an estimated completion date.

*Note: all deficiencies must be followed up on and corrected. Send a report to Wing Safety every 60 days, listing what has been done to correct the problems and updates on the remaining item(s). Once all discrepancies are corrected, no further reports are required*

\_\_\_\_\_  
SIGNATURE AND TITLE OF SURVEY OFFICIAL

\_\_\_\_\_  
SIGNATURE OF UNIT COMMANDER

(ATTACHMENT 3)

OKLAHOMA WING CAP  
SAFETY OFFICER INFORMATION WORKSHEET  
(15 June 2005)

Unit Name:\_\_\_\_\_ Unit ID #:\_\_\_\_\_ Unit CC (Name):\_\_\_\_\_

**Unit Safety Officer Information**

Name:\_\_\_\_\_ (Last, First) Rank:\_\_\_\_\_ CAP ID#:\_\_\_\_\_

Email Address:\_\_\_\_\_

Cell #:\_\_\_\_\_ Home #:\_\_\_\_\_ Work #:\_\_\_\_\_ Other #: \_\_\_\_\_

**Safety Program Development**

Safety Badge Awarded:\_\_\_\_\_ Date Achieved

Specialty Track Rating, Technician:\_\_\_\_\_ Date Achieved

AFIADL 02170 Safety Officer Course Completion Date:\_\_\_\_\_

If not completed, are they Enrolled (yes/no):\_\_\_\_\_ Date Enrolled:\_\_\_\_\_

Years and Months as Safety Officer:\_\_\_\_\_

Specialty Track Rating, Senior:\_\_\_\_\_ Date Achieved

Specialty Track Rating, Master:\_\_\_\_\_ Date Achieved

CDC 1900 Supervisor Safety Course Completion Date:\_\_\_\_\_

If not completed, are they Enrolled (yes/no):\_\_\_\_\_ Date Enrolled:\_\_\_\_\_

Appointed in Writing by Current Commander (yes/no):\_\_\_\_\_

This must be accomplished each time the Unit appoints a new Safety Officer or the Unit gets a new commander.

Date CAPF 2a or Appointment Letter was sent to Wing SE (Safety):\_\_\_\_\_

**Additional Information**

Has the Safety Officer received any formal training in Accident Investigation?

\_\_\_\_\_(Air) \_\_\_\_\_(Ground) Type of Training: \_\_\_\_\_

(Mark Applicable areas with "X") Institution of Training: \_\_\_\_\_

Date of Training: \_\_\_\_\_

Please attach completion certificates or documentation of training.

Would SE Officer Like to be considered to do mishap investigations for OKWG CAP? \_\_\_\_\_ (yes/no)

\_\_\_\_\_(Signed) \_\_\_\_\_

Unit Commander Date

1. This worksheet must be accomplished whenever there is a change of Unit Safety Officers, Unit Commanders, or change of information for Unit Safety Officers, AND during the Annual Safety Survey.

2. When Completing dates, use the following format (dd/mmm/yy) ex. 26 JUN 71

**(ATTACHMENT 4)**

OKLAHOMA WING CAP  
PILOT PROFICIENCY REPORTING WORKSHEET  
(15 June 2005)

Provide the following information about the FAA Wings programs that your Unit sponsored/held during the past year.

Unit Name:\_\_\_\_\_ Unit Number:\_\_\_\_\_

If no programs were held or sponsored, please write NONE here:

Program Date	Topic Presented	Presenter	Location

Provide the following information about each Pilot (current or non-current) assigned to your Unit.

If your Unit has no Pilots, please write NONE here:

[illegible]

1. List the Highest Achievement Completed by the pilot. Indicate "NONE" if the pilot has not completed any achievements.
2. Provide the date this Achievement was completed.
3. Provide the number of Achievements that were completed by the pilot during the past year.
4. Has the pilot started any phase of an achievement, but not completed it? Yes/No answer.

**(ATTACHMENT 5)**

**OKLAHOMA WING CAP SAFETY BINDERS**

(15 June 2005)

All OKWG CAP Units will maintain their safety binders utilizing the following format. Additional binders/files may be used to contain additional information as required by CAPR 62-1, Attachment 1. This Index is to ensure that required inspection information is organized and readily available for inspections. This index does not alleviate the requirement for Unit Safety Officers to maintain other information and resources as indicated in CAPR 62-1, Attachment 1.

TAB A. Current Copies of CAPR 62-1 and CAPR 62-2

TAB B. Current Copy of SWR Supplement to CAPR 62-1, Current Copy of OKWG Supplement 1 to CAPR 62-1, Current Copy of Unit Supplement to 62-1, Current Copy of the OKWG CAP Safety Officer Handbook.

TAB C. Copies of the last three completed Annual Safety Surveys/Checklists submitted to Wing. (Most current file on top). This will include Attachments 1 thru 4 of this supplement. Include copies of any corrective actions taken to resolve survey discrepancies.

TAB D. Copies of CAPF 2a, Safety Officer Appointment Letters. (Most current file on top)

TAB E. Blank Copies of CAPF 78's, CAPF 79's, CAPF 26's, and other forms used for hazard reporting.

TAB F. Completed forms identified under TAB E.

TAB G. Copies of Inspection Reports, with attached discrepancy corrective actions.

TAB H. (CAPR 62-1, Attach. 1, 3.a.) Schedule of Safety Events

TAB I. (CAPR 62-1, Attach. 1, 3.c.) Local procedures for accident reporting

TAB J. Copies of all accident/mishap investigations that have occurred at that Unit. (Most current file on top)

TAB K. List of names (sign in sheets) for all monthly safety meeting attendees for previous 2 years. Should maintain a 3 year file. (Current year will be under monthly TABS)

The Following TABS (L through W) contain the documentation of the monthly safety meetings for the past year. The items listed will be in order, top to bottom, for each month/Tab.

TAB L. THROUGH TAB W. (Jan – Dec)

1. Copy of that months' Sentinel
2. Presenters outline notes of the safety meetings for absent members to review
3. Safety sign in sheet for the meeting.
4. Sign in sheet/log for make up briefings.